

ATOMIC ENERGY EDUCATION SOCIETY (REGD.)

(An Autonomous Body under Department of Atomic Energy, Govt. of India)
Central Office, Western Sector,
Anushaktinagar, Mumbai-400 094

AEES/R&O/Req.Trf./2022/ c-107

27
January , 2022

C I R C U L A R

Sub: Inviting online applications for considering the transfer of AEES staff members at their own request for the Academic Year 2022-23.

Online Applications are invited afresh for "Request Transfer" from interested staff members (both teaching and non-teaching) for consideration during the Academic Year 2022-23.

2. The guidelines/parameters for deciding the eligibility and priority for considering the transfer of staff members on request shall be as per details already made available on AEES website under Recruitment tab and content of this circular. The above guidelines was circulated to all Heads of AECS/JC vide AEES letter No. AEES/R&O/Req.Transfer/2022/C-58 dated 14th January, 2022.

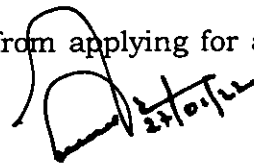
3. The procedure for submitting online application for request transfer is enclosed in Annexure - 1.

4. Online Applications received in the prescribed format through Heads of AEC Schools and Chairman, LMC **on or before February 27, 2022** against this circular alone will be considered. "Request transfer Committee" will examine all such request transfer applications with (i) the guidelines/criteria being approved by AEES, and (ii) the number of vacancies available in various categories/subjects at a particular centre.

5. The staff members who have forwarded their application for request transfer earlier to this circular (directly or through proper channel) will not be considered. All such staff members are instructed to submit once again their duly filled in application through online mode **only** in response to this circular by enclosing all requisite supporting documents. The medical certificate should be obtained from the Medical Officer of CHSS/Unit concerned of the respective centre in the format as indicated in the online application form with all the supporting documents.

6. If a transfer order is issued against an application for transfer on request and the order is declined by the applicant, on any ground whatsoever, then:

- The applicant may have to bear all the financial losses incurred by the units of AEES, by way of hiring of contract teachers, deputation of substitute teachers and/or otherwise;
- The applicant shall be debarred from applying for any transfer on request for 3 (three) years;


27/01/22

2/-

- Departmental action, as deemed fit, may be initiated against the applicant including action for getting the post vacated, if a chain of transfer gets adversely affected consequent to the said declining by the applicant.

7. No Transfer TA and Joining Time will be allowed to the staff members transferred under "Request Transfer".

8. Contents of this circular be brought to the notice of all the staff members working under each Head of AEC School and Junior College, Section Head of Central Office, AEES and the dated acknowledgement obtained thereon from staff members be forwarded to this for record.

9. The link for submission of online request transfer Application will be made available on AEES website from 28/01/2022 to 27/02/2022.

Encl.: Annexure '1'.



(G. S. R. K. V. SARMA)
Chief Administrative Officer

**All Heads of AEC Schools/Junior Colleges
All Section Heads of Central Office, AEEES**

Procedures for online application for request transfer

Step-1 (to be carried out by the applicant seeking transfer on request):

- a. A login page has been created for employees. The link of the same will be made available in the AEES website. Every employee has a set of user id and password for his/her own AIPR filing. The employee will login to the system using the same user id and password.
- b. After successful login, every applicant will get a screen on which he/she will be required to fill up the details as indicated in the application.
- c. After typing the relevant entries, the employee needs to upload all the relevant documents as mentioned in the circular. After uploading of the relevant documents, the employee will require to submit the application by clicking the SUBMIT button. After successful submission employee shall take a print-out by clicking "Print this page" button.
- d. A printout shall be taken of the duly filled in request transfer online application form and then the employee shall sign on all the pages and the same shall be physically handed over to the Head of the school.
- e. After submission, no changes are allowed.

Step-2 (to be carried out by the Head of the school/JC):

- a. A login page has been created for the Head of the schools/JC; the link of the same will be made available in the AEES website. Every AEES employee has a set of user id and password for his/her own AIPR filing. The Head of the school/JC will login to the system using the same user id and password.
- b. After successful login, every Head of the schools/JC will get a screen on which he/she will be able to see a list of employees who have submitted their request transfer applications. By clicking on the EMPID of any applicant, the data entered by the employee can be viewed by the Head of the schools/JC.
- c. The Head of the schools/JC shall fill-up "1. Recommendation of Head of the School/JC" part of the application form by typing & selecting the required data online and submit the same for every applicant. After the online processing of request transfer application by Head of the schools/JC, the same will be made visible to the Chairman, LMC.
- d. A printout of the duly filled "Recommendation of Head of the School/JC" shall be taken and then the Head of the school/JC shall sign below his/her recommendation and the same shall be physically handed over to the Chairman, LMC alongwith the signed copy of the online application form submitted by the applicant to the Head of the School/JC.

Step-3 (to be carried out by the Chairman, LMC):

- a. A login page has been created for Chairman, LMC. The link of the same will be made available in the AEES website. Every Chairman, LMC will be provided with a set of user id and password through email from Central Office, AEES. The Chairman, LMC will login to the system with the supplied user id and password.
- b. After successful login, Chairman, LMC will get a screen on which he/she will be able to see the list of employees of that centre applied for request transfer. By clicking on any employee id of any applicant, Chairman, LMC can view the data entered by the applicant and the Head of the school.
- c. The Chairman, LMC shall fill-up "Recommendation of Chairman, LMC" part of the application form by typing & selecting the required data online and submit the same for every applicant.
- d. A printout of the duly filled "Recommendation of Chairman, LMC" shall be taken and then Chairman, LMC shall sign below his/her recommendation and the same shall be physically sent to AEES alongwith the signed copy of the online application form submitted by the applicant and signed copy of the recommendation of the Head of the School/JC.